A Guide for Users of the DakotaSTEP Reporting Website

Important Information

This guide is divided into two fundamentally different sections, each of use to different types of users. The **Teachers** section will provide teachers with all the information needed to process reports for students in their classrooms. The section for **Administrators** will be useful to all levels of educational administrators, whether at the school, district, or state level. It includes generating aggregate reports using "as tested" data. "As tested" means the students are in the classes, schools and grades they were in during the previous spring semester.

Note for Macintosh users: The DakotaStep Reporting Website is available to Macintosh users **only** by running Mac OS X and Netscape 7.x. To enable scrolling, Netscape must be configured to the "Modern" theme setting. To do this:

1. Open Netscape
2. Select Edit --> Preferences
3. Expand "Appearance"
4. Select "Themes"
5. Select "Modern" theme
6. Click OK

Teachers

Unlike administrators who want to see data for students "as tested" the previous semester, teachers are primarily interested in seeing test results for the students in their classrooms. Because the data on the DakotaStep web site is organized by "as tested" information, teachers need to perform a process known as "**Rostering**," which will reorganize student data into classroom or section Rosters. The Roster feature is visible and accessible **only** to teachers.

Report results will be available after a Roster save is processed. This will occur at approximately 11:00am and 11:00pm **EASTERN** time (10:00 **CENTRAL**, 9:00 **MOUNTAIN**.) After the database has regenerated and includes the new groupings, each teacher can see the test results for all students added to the Roster. Even though each student is probably in a new grade, the **test results shown will always reflect last spring's grade level** because that was their grade when the students were tested.

Logging On to the DakotaStep Standards Web Site:

1. In your Netscape Navigator or Internet Explorer browser, go to the following web site URL: http://www.state.sd.us/deca/crt/Index.htm and follow the link to **DakotaStep Standards Website**.

2. In the **Username** text box, type the user name you have been provided.

3. In the **Password** text box, type the password you have been provided (note: the password **IS** case sensitive).

4. Click the **Login** button.

   Wait for the page to load. This may take a few moments. When it is fully loaded, the semi-transparent **Portal Menu**, which contains useful folders and links, should be visible.

Creating a Roster of Students:

1. In the **Portal Menu**, click to expand the **STEP Roster Reports** folder.

2. Click on the **Roster** utility link .

3. When the **Roster** screen appears, click anywhere out side the **Portal Menu** to collapse it.

4. Click the **My Roster** drop-down arrow in the top-left portion of the screen, under **Teacher Name**.

5. Click the **New Roster** radio button.

6. Click the **Accept** button.

7. Locate the **Type Student ID** text box in the top-right of the screen, then highlight the number that is filled in the box by default and delete it.

8. Next you will make a list in this text box of all students to be Rostered into the new classroom/section. You will need student SIMMS numbers.

   > **NOTE**: Student SIMMS numbers can be entered one at a time, but the most efficient way to create a Roster is to add a list of student numbers all at once. Simply type the first number, type a comma **with no space**, then the next number, and continue until the entire list is entered. Lists can be prepared in advance in any text program, copied, and pasted into the **Type Student ID** box as long as numbers are separated by commas, no spaces.

9. After typing, click the **Add** button.
   After five to ten seconds, this should produce a preview similar to the following list of students, along with additional student information:

Student ID	Name
146850000	QUISENBERRY, CORY
146860000	QUIJADA, CLAUDE
146870000	PULLINS, MIYOKO
146880000	PUCCIO, ERIK

   > **NOTE**: Accuracy in this step is crucial. Taking a few minutes to thoroughly check this preview of your student Roster list can save much time. Furthermore, the yellow highlighted list is only a preview. **Until it is saved, any overwriting or adding of further students to the list will erase the current viewed Roster preview**. Therefore, if you have made any mistakes, simply delete the student numbers in the **Type Student ID** text box, write in the correct student numbers provided above, and once again click **Add**.

10. Once you are satisfied with the accuracy of your Roster, click the **Save** icon in the report toolbar at the top of the page.

    The **Save As** dialog will open, allowing you to type a name for this Roster.

    > **NOTE**: Make sure to select a descriptive name that is meaningful to you for future use, as your reports will contain <u>ALL</u> saved Rosters, requiring you to discern one from another according to the names you have applied in this step.

11. After typing an appropriate, descriptive name for the Roster, click **Accept**.
    The **Roster** screen will reappear, allowing you to create another Roster is you wish.

    > **NOTE**: Processing of the data occurs at approximately 12:00am **EASTERN** time (11:00pm **CENTRAL**, 10:00pm **MOUNTAIN**,) making newly-created Rosters available for reporting the following morning. This is why crosschecking for accuracy in your Roster lists is of vital importance.

Accessing a Report on a Roster of Students:

1. After logging in, notice the floating **Portal Menu**.
2. In the **Portal Menu**, expand the **STEP Roster Reports** folder by clicking on the icon, and then click on either **Roster Individual Reading & Math Report** or **Roster Individual Standards Report**.
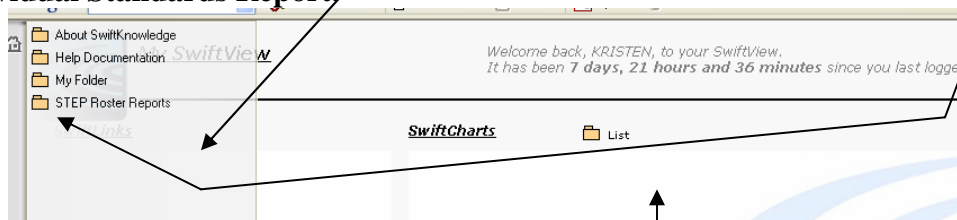

   Wait a few moments while the report is loaded.
3. Click outside the **Portal Menu** to collapse it.
   The *Roster Individual Reading and Math Report* provides <u>general</u> information on student test results in Reading and Math. The *Roster Individual Standards Report* Information provides <u>more specific Standards</u> results.
4. Open the **Students Rerostered** window to select which **Roster** of students you wish to generate a report on and click **Accept**. To avoid clutter, open the **Standards** window to select only the applicable grade levels. The **Measures** window allows you to select what information you want to display.

"Drilling into" a Report on a Roster of Students

With a Report open, note that, initially, all that is shown are student counts (also called "n-counts") for students who have completed the STEP test in the areas of Reading and Math. "Drilling Into" allows access to more-detailed information.

1. Move your cursor over your name in the left column of the report spreadsheet, noting how it becomes an underlined hyperlink and your cursor becomes the "hand" tool used for opening a link:
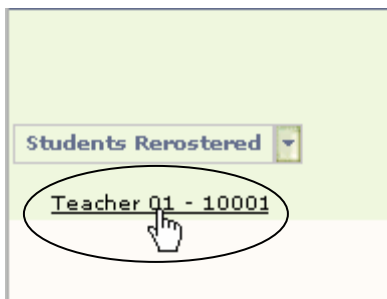
2. Left-click your name to expand the list.
3. You will notice that the spreadsheet of report results is partially obscuring the roster name. Move your cursor to the top-left side of the spreadsheet until it becomes a pair of parallel lines with arrows pointing in opposite directions, as follows:
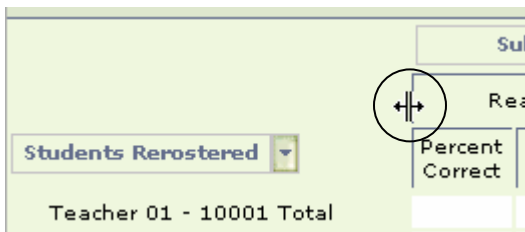
Left-click and "drag" the spreadsheet to the right side of the screen until all the text of the Roster list is visible:
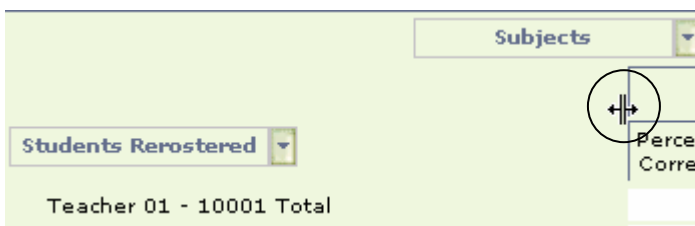

4. Click on a roster, expanding it to show the individual students you Rostered.

    Now you should be able to view all relevant test information for the individual students in Reading and Math. You could now choose to save this report, and it would be quickly available to you from **My Folder** in the **Portal Menu** in the form you have created, expanded to the individual student level.

Using Slice Options on a Report

With a report open, and expanded to the level of individual student information, note the panel at the top of the screen, above the solid black line. This panel contains a series of drop-down boxes such as "Grade," "Ethnicity," "Proficiency," etc. These boxes, are called **Slice Options**, and are available for the purpose of creating reports based on specific demographic information. These boxes contain "radio buttons" which allow only **ONE** choice. Example: A report might include all Native American students who scored in the Proficient range.

1. Click the **Proficiencies** Slice drop-down arrow in the bottom-right corner of the **Slice Options** panel (in this case only three of four possible proficiency choices are shown :)
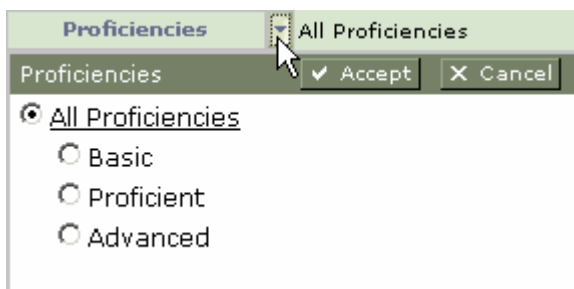
2. Click the **Advanced** radio button.
   Click the **Accept** button.
   After a few moments, the report will reload, showing only those students who have scored in the Advanced Proficiency level of Reading or Math. Slice options can be useful for many things, including determining students who might be considered for gifted and talented programs, or who may need additional instruction in given subject areas.

Saving a Report

To help save you the time of expanding, drilling into, and/or slicing a particular report every time you log on, the South Dakota Online STEP Reporting site allows you to save each report you create for later use, and enables you to access saved reports quickly.

1. In the *SwiftKnowledge* toolbar at the top of a report, click either the **Save** or **Save As** button (both buttons will open the exact same dialog):

The **Save As** dialog will open, allowing you to name and save your report.

2. In the **Report Name** text box, type a meaningful name.

> **NOTE**: Make sure to select a **descriptive name** that is meaningful to you for future use, as your folder will contain **ALL** saved Reports, requiring you to discern one from another according to the names you have applied in this step.

3. Leave the **Save In Folder** and **Add to SwiftLinks** textboxes set to their default entries, and click the **Accept** button. The report will appear in **My Folder** and in *SwiftLinks* on the *My SwiftView* page.
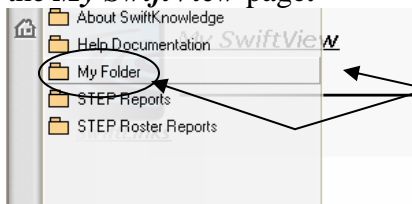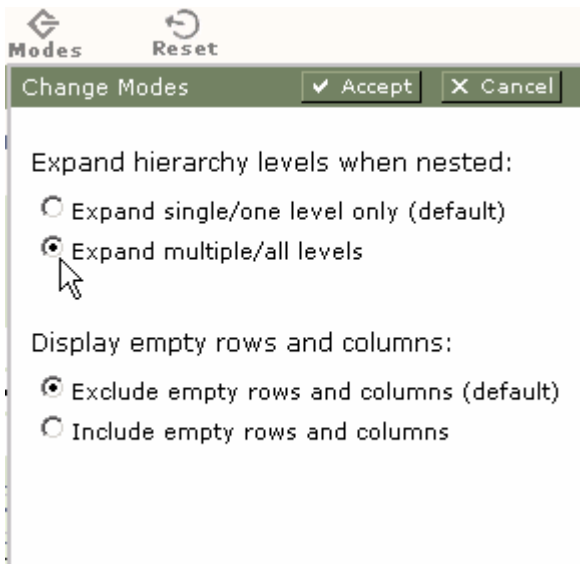
Opening and Expanding a Report

1. From the **Portal Menu**, click on **Step Roster Reports** or **My Folder** and open a report.
2. In the report toolbar, click on the **Modes** button:

3. In the **Change Modes** dialog, click the **Expand multiple/all levels** radio button.

The effect of this selection is to make drilling into data more efficient. The **Individual Standards Report** in particular has several levels of data; this button allows you to make choices about expanding this data globally rather than performing the expansion for every individual student.

4. Click **Accept**.
5. Open the **Students Rerostered** window to select which **Roster** of students you wish to generate a report on and click **Accept**. To avoid clutter, open the **Standards** window to select only the applicable grade levels. The **Measures** window allows you to select what information you want to display.
6. Click "**Grade __" Total** to expand it.
    The Subject areas "Reading" and "Math" will appear.
    Click **Reading** to expand it to individual standards.

7. Click **Math** to expand it to individual standards.
8. Now, return to the top of the list and click your name to expand the list of Rosters.
9. Scroll down and click the link for the roster you've chosen.
   It will take several seconds for the list to expand all of the individual students.
10. Once the list is expanded, scroll down and note that each of the individual students is expanded to the level of Standards in Reading and Math. This is because of the selection you made in Step 3 of this exercise. Had you not made this selection initially, you would have had to scroll through and expand each student name individually. Click and drag the report spreadsheet to the right (as described in Step 3 of **"Drilling into" a Report on a Roster of Students**, above), in order to see the text of each standard.
11. Once you have looked at some of the standard texts, drag the spreadsheet back to the left until its far right edge is about **½** inch from the right side of the green report panel:

    This step is important for ensuring that reports print efficiently. **If you do not drag the report spreadsheet to the right, reports will be printed with all the standard text wrapped down a small column on the left side of pages, requiring many more printed pages; however, moving the spreadsheet *too* far to the right will cause some report results to be cut off.** You will need to experiment with a few printed reports to find the ideal location for dragging the report spreadsheet.
12. Apply any combination of Slices desired.
    This process can take several seconds.
13. Scroll down and you will see the student(s) that meet the criteria you selected as Slices.

> **NOTE**: Although the teacher appears in the report with only the selected student, it is important to realize that the aggregate results shown for the teacher are totals for *all* students in the class, not merely the student shown on the report.

Printing a Report

1. After opening/expanding a report, click the **Print** button in the report toolbar.
   A print preview will appear, and you may notice that the **Proficiency Level** column is broken off the right side of the report. You will fix this in the next step.
2. In the preview toolbar, click on the **Size** button.
3. Select the **Landscape** radio button as well as any changes you've made to paper size:
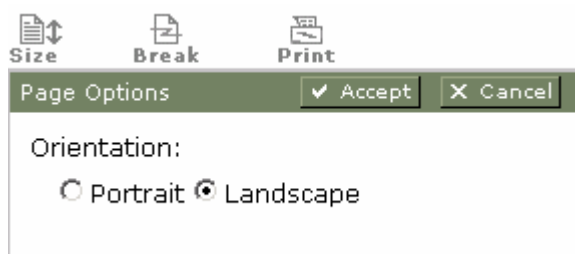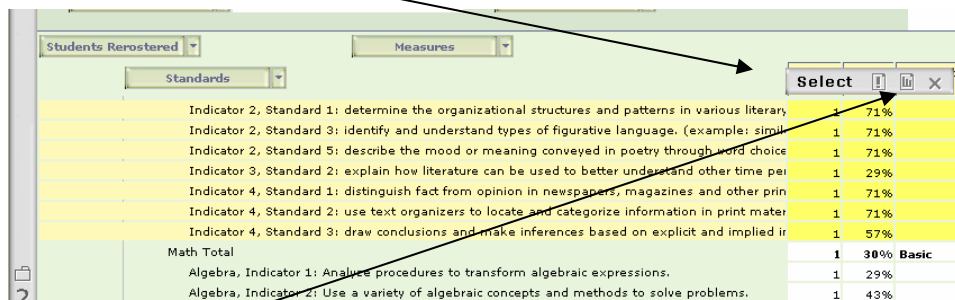
4. Click **Accept**.
   Note that the format of the print preview changes and now the **Proficiency Level** column is attached to the right side of the report. Also, be advised that *changing the print preview format does not make any changes to your PC's default printer settings*. You will do this in the next few steps.
5. In the preview toolbar, click the **Break** button. This **Set Page Break On** dialog allows you to control where pages are broken in the printed report. For instance, you can control page breaks to ensure that pages do not cut off half way through a given individual's test results.
   Example: By selecting the **Student Name** radio button, and clicking **Accept**, the preview is reloaded with pages set to break at the end of each individual student's test results.
6. In the preview toolbar, click the **Print** button. A warning window will open reminding you to select landscape and your selected paper size. Your computer's default printer dialog will open.
7. Click the **Basics** tab of the **print** dialog and select the **Landscape** orientation radio button. As noted above, *this is necessary to ensure that your printer actually prints pages with the Landscape orientation.*
8. Click **Print**.

Creating Charts and Graphs
Data can be viewed graphically to aid in its interpretation. Displayed in this manner, it might be easier to present to parents or other stakeholders.

1. Drag from upper left to lower right of selected area. The selection is highlighted in yellow and a selection box appears.
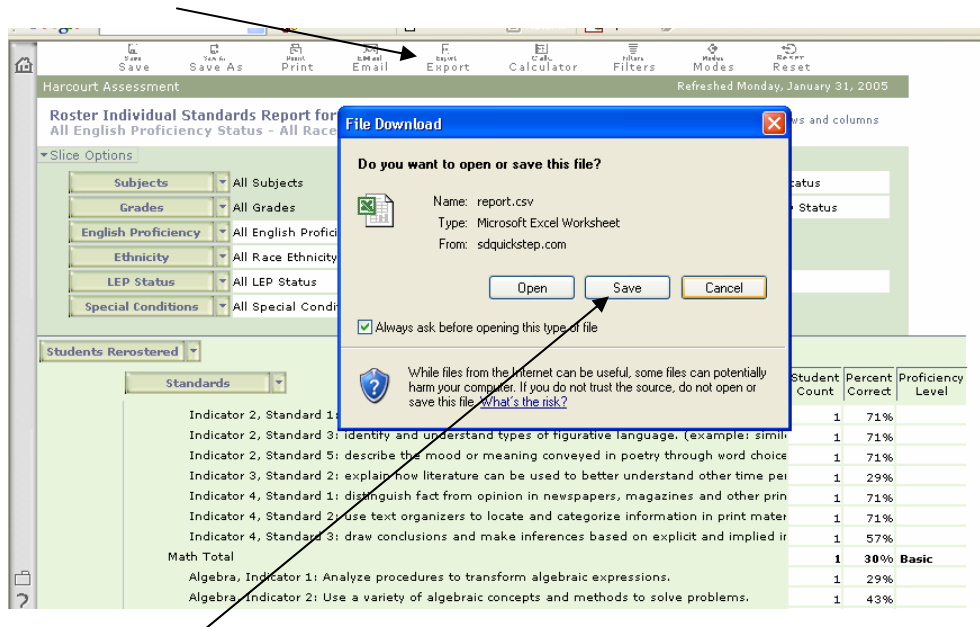

2. Click the Chart icon.

Exporting to Excel

Exporting data to Excel allows work "offline," especially effective if working on a slow, dial-up connection. While data can be exported out, it can **NOT** be imported back into SwiftKnowledge.
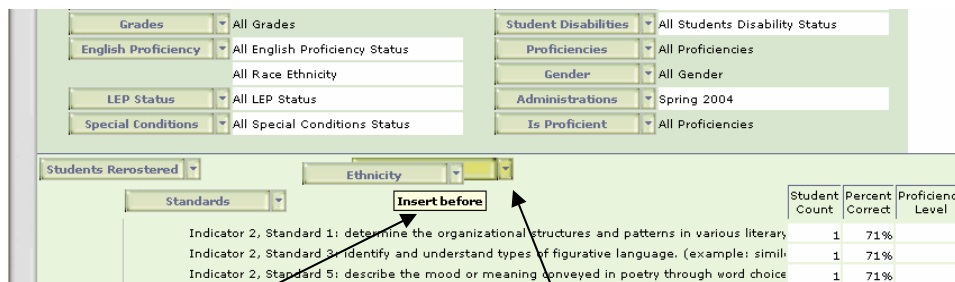
1. Click the Export icon.

2. Click on the Save button. You will be prompted for a location and a file name. The .csv suffix denotes **C**omma **S**eparated **V**alues which Excel can open and translate.

Drag and Drop

Dragging and dropping Slice Option drop-down boxes below the solid black line allows multiple choices rather than the one-choice radio boxes. This might be useful in analyzing several ethnic groups at once for example.

1. Click and drag the desired Slice Option drop-down box over, slightly left, or slightly right of an existing box as illustrated.

2. Note that the bottom box is highlighted yellow, and that, depending on position, an "Insert before," "Insert after," or "Swap" dialog appears. Release the mouse button when the box is in the desired position.
3. To remove the box, drag it back above the solid line.

Deleting Students from Rosters

1. From the Portal menu, click on **STEP Roster Reports** and click on **Roster**.
2. Under "My Roster," select the roster to be modified and click Accept.
3. After clicking the Modify icon, the following screen will appear:

4. The entire roster or individual students can then be deleted, or the roster renamed. Once "Apply Changes" has been clicked, the same process as creating a new roster takes place in that changes will not be in place until the following morning.

Where to Find "Cut" and "Scale" Scores
Cut scores are calculated points that separate different proficiency levels. Scale scores are mathematically-derived from raw scores and enable the tracking of growth over time for a given subject. Both are found under the Measures drop-down.

Administrators

Log On to the South DakotaStep Standards Web Site:

1. In your Netscape Navigator or Internet Explorer browser, go to the following web site URL: http://www.state.sd.us/deca/crt/Index.htm and follow the link to DakotaStep Standards Website.

2. In the **Username** text box, type the username provided to you.

3. In the **Password** text box, type the password provided (note, the password **IS** case sensitive).

4. Click the **Login** button.
   Wait for the page to load. This may take a few moments. When it is fully loaded, the semi-transparent **Portal Menu**, which contains useful folders and links, should be visible.
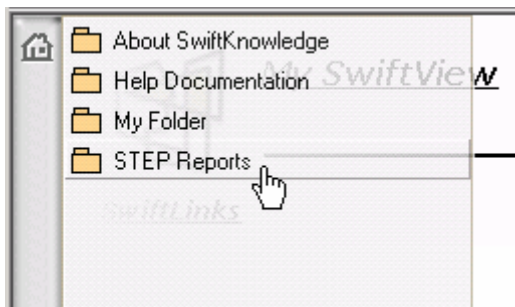
STEP Reports Available
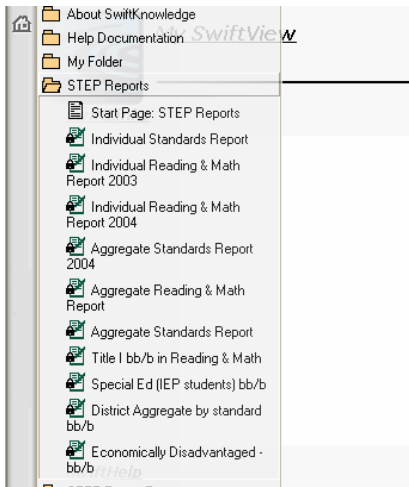
Accessing and "Drilling into" a Report:

**NOTE**: Sample, fictitious data is used in the following as a guide. Your data will be different.

1. In the Portal Menu, click the STEP Reports folder to expand it:

2. Click to open the desired report (In this case: **Aggregate Reading & Math Report**.)
3. Click outside the **Portal Menu** to collapse it.

In this example, the report view offers aggregate results by grade for all students in "Dwight Eisenhower School."
Clicking on the school name (here **Dwight Eisenhower Sc)** expands it:
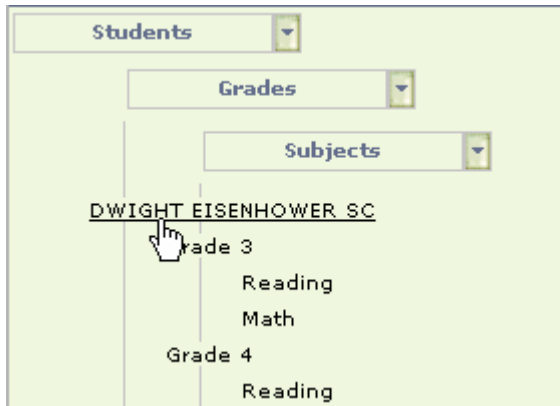

4. Scrolling down the page, you will see that the school has been expanded to show aggregate class results for individual teachers.
5. Click to expand teacher (in this example **Johnson**.)
    This report can be expanded to show **general** results for individual students; however much more detailed test information on individual students can be found in both the *Individual Standards Report* and the *Individual Reading and Math Report.*

Limiting a Report to Individual Teachers and Students

**NOTE**: Sample, fictitious data is used in the following as a guide. Your data will be different.

On occasion—especially if you intend to print a report—you will sometimes want to limit the information on the report to a subset of the report population. There are a few different ways to accomplish this, but the most common is described by the following.

1. With teacher **Johnson** still expanded from the previous exercise, locate and click on the **Students** dimension drop-down arrow in the top-left corner of the report panel:
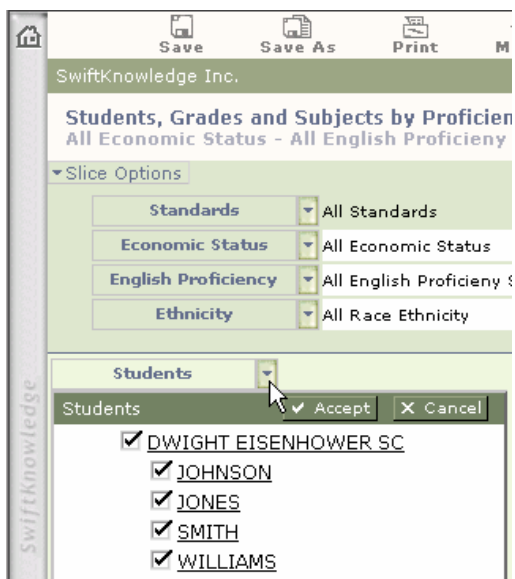
In the **Students** dialog, click the text (**NOT** the box) to collapse the school:
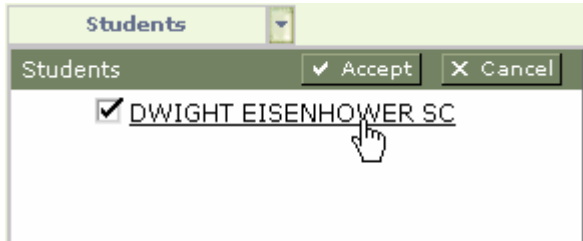
2. Click to cancel the checkmark, and then click the school name again to expand it.
   Note that no teachers are now selected for reporting.
3. Click the checkboxes for desired teachers to select them (here **Johnson** and **Jones**.)
   A report could now be generated by clicking the **Accept** button; however, before moving on, the following steps will demonstrate how to select only specific students for reporting.
4. Click the desired teacher name (**Jones**,) the text, **NOT** the box.
   After a few moments, a list of the teacher's students will appear under the name. Note that, because the name was not check-marked, all of the students are likewise unchecked—had it been, all students would be checked by default.
5. After clicking on the desired students, and scrolling back up, note that the blank check box next to the teacher has turned green, indicating that a partial list of the teacher's students has been selected for this report. By running the report right now, however, the teacher's name would not appear, and you would have difficulty discerning from which classroom these students came. To fix this problem:
6. Once again, click on the check box next to teacher's name.
   Now only the teacher name and the selected students will appear in the report.

7. Click the **Accept** button.
   A report appears which includes only those teachers and students whom you have selected. You could now simply choose to save this report, and it would be quickly available to you from **My Folder** in the **Portal Menu**, in the form you have created—expanded to the individual student level for the selected students.

Using Slice Options on a Report

The panel at the top of the screen, above the solid black line contains a series of drop-down boxes such as "Ethnicity," "English Proficiency," "LEP Status," etc. These boxes, called **Slice Options**, are available for the purpose of creating reports based on specific demographic information. These boxes contain "radio buttons" which allow only **ONE** choice. A report might thus be tailored to include just Asian students who are Proficient English speakers.

1. Click the **English Proficiency** Slice drop-down arrow in the **Slice Options** panel:
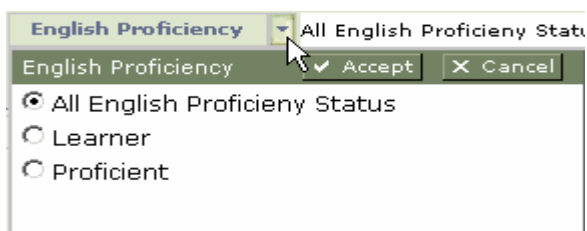
2. Click the **Learner** radio button.
3. Click the **Accept** button.
After a few moments, the report will reload, showing only students who meet the selected criteria.

Saving a Report

To help save you the time of expanding, drilling into, and/or slicing a particular report every time you log on, the South Dakota Online STEP Reporting site allows you to save each report you create for later use, and enables you to access saved reports quickly.

1. In the *SwiftKnowledge* toolbar at the top of the report, click either the **Save** or **Save As** button (both buttons will open the exact same dialog):


The **Save As** dialog will open, allowing you to name and save your report.

2. In the **Report Name** text box, type a meaningful name.

> **NOTE**: Make sure to select a descriptive name that is meaningful to you for future use, as your folder will contain ALL saved Reports, requiring you to discern one from another according to the names you have applied in this step.

4. Leave the **Save In Folder** and **Add to SwiftLinks** textboxes set to their default entries, and click the **Accept** button. The report will appear in **My Folder** and in *SwiftLinks* on the *My SwiftView* page**.**
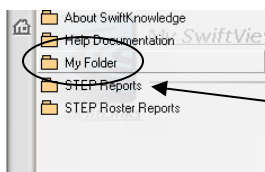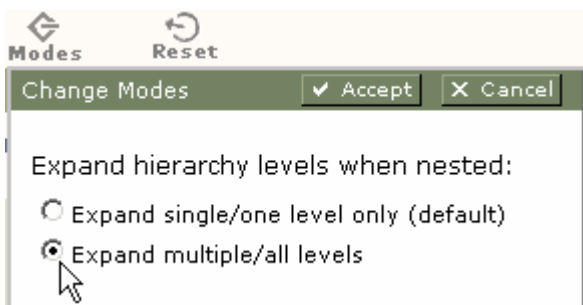

Opening and Expanding a Report

> **NOTE**: Sample, fictitious data is used in the following as a guide. Your data will be different.

1. From the **Portal Menu**, click on a desired report (In this example: **Individual Standards Report**.)
2. In the report toolbar, click on the **Modes** button:

3. In the **Change Modes** dialog, click the **Expand multiple/all levels** radio button.
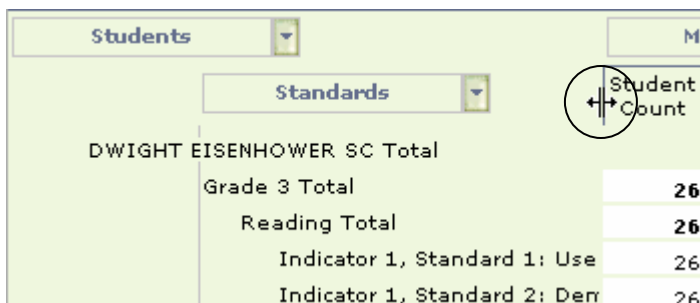

The effect of this selection is to make drilling into data more efficient. The **Individual Standards Report**, in particular, has several levels of data; this button allows you to make choices about expanding this data globally rather than performing the expansion for every individual student.
4. Click **Accept**.
5. Click **Grade X Total** to expand it.
    The Subject areas "Reading" and "Math" will appear.
    Click **Reading** to expand it to individual standards.

6. Click **Math** to expand it to individual standards.
7. Now, return to the top of the list and click the school name to expand the list of teachers.
8. Scroll down and click the links for teachers to expand them to the individual student level. It will take several seconds for the list to expand all of the individual students.
9. Once the list is expanded, scroll down and note that each of the individual students is expanded to the level of Standards in Reading and Math. This is because of the selection you made in Step 3 of this exercise. Had you not made this selection initially, you would have had to scroll through and expand each student name individually.
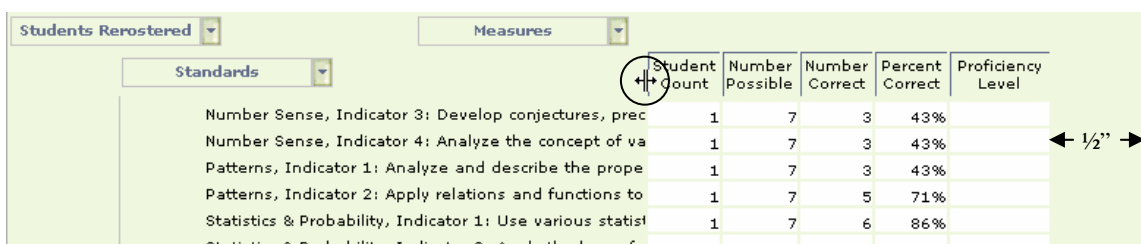
10. You will notice that the spreadsheet of report results is partially obscuring the Standards texts. Move your cursor to the top-left side of the spreadsheet until it becomes a pair of parallel lines with arrows pointing in opposite directions, as follows:

Left-click and "drag" the spreadsheet to the right side of the screen until the text of Standards is visible.

11. Once you have looked at some of the Standards texts, drag the spreadsheet back to the left until its far right edge is about ½ inch from the right side of the green report panel:


This step is important for ensuring that reports print efficiently. **If you do not drag the report spreadsheet to the right, reports will be printed with all the standard text wrapped down a small column on the left side of pages, requiring many more printed pages than if you have moved it; however, moving the spreadsheet *too* far to the right will cause some report results to be cut off.** You will need to experiment with a few printed reports to find the ideal location for dragging the report spreadsheet.

12. Example: In the **Proficiencies** Slice Option drop-down box, you could select the **Advanced** Slice. After a few moments, the report would reload, showing only those students who have scored in the Advanced Proficiency level of Reading or Math.

Printing a Report

1. After opening/expanding a report, click the **Print** button in the report toolbar.
   A print preview will appear, and you may notice that the **Proficiency Level** column is broken off the right side of the report. To fix this:
2. In the preview toolbar, click on the **Size** button.
3. Select the **Landscape** radio button:
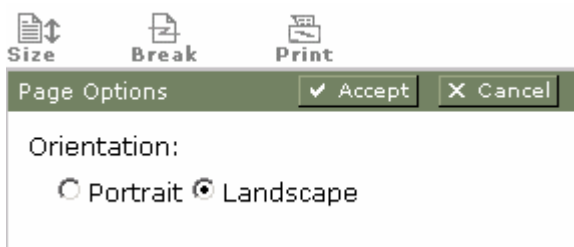
4. Click **Accept**.
   Note that the format of the print preview changes and now the **Proficiency Level** column is attached to the right side of the report. Also, be advised that *changing the print preview format does not make any changes to your PC's default printer settings.* You will do this in the later.
5. Click the **Break** icon in the print preview toolbar.
   This **Set Page Break On** dialog allows you to control where pages are broken in the printed report. For instance, you can control page breaks to ensure that pages do not cut off half way through a given individual's test results.
   Example: By selecting the **Student Name** radio button, and clicking **Accept**, the preview is reloaded with pages set to break at the end of each individual student's test results.
6. In the preview toolbar, click the **Print** button. A warning window will open reminding you to select landscape and your selected paper size. Your computer's default printer dialog will open.
7. Click the **Basics** tab of the **Print** dialog and select the **Landscape** orientation radio button.
   As noted above, *this is necessary to ensure that your printer actually prints pages with the Landscape orientation.*
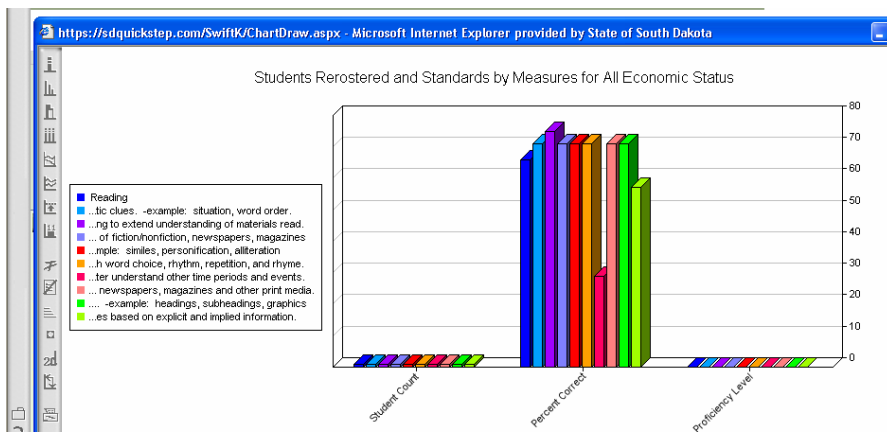8. Click **Print**.

Creating Charts and Graphs
Data can be viewed graphically to aid in its interpretation. Displayed in this manner, it might be easier to present to parents or other stakeholders.

1. Drag from upper left to lower right of selected area. The selection is highlighted in yellow and a selection box appears.

2. Click the Chart icon.

Exporting to Excel

Exporting data to Excel allows work "offline," especially effective if working on a slow, dial-up connection. While data can be exported out, it can **NOT** be imported back into SwiftKnowledge.

1. Click the Export icon.

2. Click on the Save button. You will be prompted for a location and a file name. The .csv suffix denotes **C**omma **S**eparated **V**alues which Excel can open and translate.

Drag and Drop
Dragging and dropping Slice Option drop-down boxes below the solid black line allows multiple choices rather than the one-choice radio boxes. This might be useful in analyzing several ethnic groups at once for example.

1. Click and drag the desired Slice Option drop-down box over, slightly left, or slightly right of an existing box as illustrated.

Grades	All Grades	Student Disabilities	All Students Disability Status
English Proficiency	All English Proficiency Status	Proficiencies	All Proficiencies
	All Race Ethnicity	Gender	All Gender
LEP Status	All LEP Status	Administrations	Spring 2004
Special Conditions	All Special Conditions Status	Is Proficient	All Proficiencies

Students Rerostered   Ethnicity

Standards   Insert before

	Student Count	Percent Correct	Proficiency Level
Indicator 2, Standard 1: determine the organizational structures and patterns in various literary	1	71%	
Indicator 2, Standard 3: identify and understand types of figurative language. (example: simil	1	71%	
Indicator 2, Standard 5: describe the mood or meaning conveyed in poetry through word choice	1	71%	

2. Note that the bottom box is highlighted yellow, and that, depending on position, an "Insert before," "Insert after," or "Swap" dialog appears. Release the mouse button when the box is in the desired position.
3. To remove the box, drag it back above the solid line.

Where to Find "Cut" and "Scale" Scores

Cut scores are calculated points that separate different proficiency levels. Scale scores are mathematically-derived from raw scores and enable the tracking of growth over time for a given subject. Both are found under the Measures drop-down.

Students Rerostered   Measures

Standards

	Number Possible	Number Correct	Proficiency Level	Scaled Score	Cut Scores
Statistics & Probability 1: Use various statistical models to gather data, study problem	7	3.00			
Statistics & Probability 2: Apply the laws of probability to predict outcomes and solve	7	1.00			
Reading Total	64	42	Proficient	660	639 to 690
Indicator 1, Standard 1: construct meaning from text using context and semantic clue	7	5			
Indicator 1, Standard 2: recognize direct and implied meaning to extend understandi	8	6			
Indicator 2, Standard 1: determine the organizational structures and patterns in vario	7	5			
Indicator 2, Standard 3: identify and understand types of figurative language. (exam	7	5			
Indicator 2, Standard 5: describe the mood or meaning conveyed in poetry through w	7	5			
Indicator 3, Standard 2: explain how literature can be used to better understand othe	7	2			